

U.S. GOVERNMENT PRINTING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Lubrication Orders

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Army

Single Award

The term of this contract is for the period  
beginning September 1, 2000, and ending August 31, 2001

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on August 22, 2000.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

Minor changes are scattered throughout.

**Note:** Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

Abstracts of contract prices are available on our website at [www.access.gpo.gov/procurement/abstracts/central/](http://www.access.gpo.gov/procurement/abstracts/central/)

For information of a technical nature call Carolyn Barger (202) 512-0319 (No collect calls), email address [cbarger@gpo.gov](mailto:cbarger@gpo.gov).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms, Solicitation Provisions, Supplemental Specifications, and Contract Clauses (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:**  
The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing (Page Related) Attributes-----Level III.
- (b) Finishing (Item Related) Attributes-----Level III.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Nondestructive Tests General Inspection----Level I.
- (b) Destructive Tests Special Inspection-----Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Camera Copy/Films
P-8. Halftone Match (Single and Double Impression)	Camera Copy/Films

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual print order for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PRIORITIES, ALLOCATIONS, AND ALLOTMENTS:** This contract and any delivery order thereunder is rated and certified for national defense use (Priority Rating DO-C-9). The Contractor shall follow the provisions of DMS Reg. 1 or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this contract.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be issued for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's

requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover the production of products requiring such operations as film making, printing, laminating, binding, packing, and distributing.

**TITLE:** Lubrication Orders.

**FREQUENCY OF ORDERS:** Approximately 25 to 80 orders per year. Occasionally, up to six orders may be placed in one day.

**QUANTITY:** Approximately 100 to 5,000 copies per order. There may be two to five orders per year for quantities up to 30,000.

**NUMBER OF PAGES:** 2 to 96 pages per order.

**TRIM SIZES:**

Format "A" up to and including 165 x 241 mm (6-1/2 x 9-1/2").

Format "B" over 165 x 241 mm (6-1/2 x 9-1/2") up to and including 216 x 279 mm (8-1/2 x 11").

Format "C" over 216 x 279 mm (8-1/2 x 11") up to and including 273 x 419 mm (10-3/4 x 16-1/2").

**GOVERNMENT TO FURNISH:**

Camera copy consisting of reprint copy, line art, and monochromatic photoprints.

Manuscript copy for Publication Inventory Number (PIN) for reprints only.

Film negatives.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

Facsimile, Form 905 (R. 8/95) with labeling and marking specifications.

**CONTRACTOR TO FURNISH:**

All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

Contractor to set the PIN number in 9 point Helvetica regular and strip-in on the last page as indicated on manuscript copy. See "Attachment A".

**FILMS:**

The contractor must make all films required. All halftones are to be 120-line screen or finer.

The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting or any other hand or camera work.

**STOCK/PAPER:**

The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

**NOTICE:** Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

All paper used in each copy must be of a uniform shade.

White Offset Book, grammage 75 g/m<sup>2</sup> (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60.

**PRINTING:**

Print face only or face and back with black ink. Change bars print in margin. Ink used shall withstand the laminating in plastic, cellulose acetate, polyethylene terephthalate, or equal materials.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**LAMINATING:** After printing, laminate both sides of the sheet with delustered polyester film .038 mm (0.0015") thick. Lamination must be suitable for inscribing with grease pencil and erasing without damage to the surface and must remain clear. Lamination must not distort printed matter and must not produce any visible evidence of an imperfect seal (no bubbles or blisters).

**MARGINS:** Adequate gripper margins throughout. Margins will be as indicated on the print order or furnished copy.

**BINDING:**

Two page products--trim four sides.

All other products--side-wire stitch in two places and trim four sides.

Most orders will require drilling. Drill two to five 10 mm (3/8") and/or 11 mm (7/16") diameter holes centered on the left side, 89 mm (3-1/2"), 108 mm (4-1/4"), and/or 216 mm (8-1/2") center to center. Center of holes to be 10 mm (3/8") from left edge of product or as indicated on the print order.

**PACKING:**

Pack in shipping containers 445 x 292 x 200 mm (17-1/2 x 11-1/2 x 7-7/8"). Each shipping container must not exceed 18.1 kilograms (40 pounds) when fully packed. Pallets are required. See "Attachment B".

**Packing List:** Each shipment, except envelopes/packages that are mailed, shall contain a packing list showing the following data:

- (1) name and address of consignor;
- (2) name and address of consignee;
- (3) requisition, program, print order, and GPO jacket numbers;
- (4) bill of lading number if any; and
- (5) description of the material shipped, including:
  - (a) publication number and title, if applicable, and date;
  - (b) quantity per container and total quantity;
  - (c) total number of containers; and
  - (d) total number of pallets.

Each packing list must be sealed in a waterproof envelope, secured to the outside of the container on the upper left front of the pallet and in the case of truckload shipments be placed near the tailgate of the trailer.

**LABELING AND MARKING:** Reproduce shipping container label from furnished facsimile, fill in appropriate blanks and attach to shipping containers. Stock number supplied with each order must appear on all container labels.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest quantity.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

#### QUALITY ASSURANCE RANDOM COPIES:

In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

#### DISTRIBUTION:

Deliver f.o.b. destination. The bulk of each print order delivers to: U.S. Army Publications Center, St. Louis, MO. On the majority of orders 15 file copies deliver to: Library of Congress, Washington, DC, one depository copy to: U.S. Government Printing Office, Washington, DC, and one copy to an address within the commercial zone of Washington, DC.

Shipments to the U.S. Army Publications Center, St. Louis, MO, must be delivered on workdays between the hours of 8 a.m. and 2 p.m. local time. If the total quantity ordered makes one truckload or less, it must be delivered as a single complete shipment.

An occasional order will require a shipment f.o.b. contractor's city outside of the commercial zone of Washington, DC or St. Louis, MO. Contractor will be reimbursed by submitting a properly completed receipt with the voucher for billing.

Complete addresses and quantities will be furnished with the print orders.

Upon completion, either destroy films after printing as indicated on the Print Order or ship films packaged with a copy of the print order and one sample copy to the U.S. Government Printing Office, PDPN, Washington, DC 20401, marked: "Films and samples, Jacket Number, Program Number, Print Order Number, and Department Requisition Number, Reproducible Storage Section for 104 weeks storage". Return original materials, packaged with a copy of the print order and one sample copy, to the address listed on the print order.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered, number of cartons, and

quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

A copy of completed SF 1034 voucher form must be sent within 10 days after distribution to: USAPPC, ASQZ-PMB, 2461 Eisenhower Ave., Hoffman Bldg. 1, Rm. 1024, S. McCaleb, Alexandria, VA 22331-0302.

**SCHEDULE:**

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material will be mailed f.o.b. contractor's plant. The following schedule allows three workdays for mailing and begins the workday after notification of mailing of print order and furnished material.

Reprint orders (negatives furnished) -

Contractor must complete and distribute up to 480,000 pages (printed or blank) within 23 workdays.

Contractor will be allowed 5 additional workdays for orders in excess of 480,000 pages.

New orders (camera copy furnished) or reprint orders (previously printed products used as camera copy) -

Contractor must complete and distribute up to 160,000 pages (printed or blank) within 18 workdays.

Contractor will be allowed 3 additional workdays for each additional 480,000 pages (printed or blank).

Maximum allowance for production and distribution of any order will be 28 workdays.

The Government may request complete or partial distribution of an order prior to above schedule provided arrangements mutually agreeable to the contractor and the Government can be established.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the GPO of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce 1 year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "SCHEDULE OF PRICES".

I.	(a)	(1)	20
		(2)	147
		(3)	6
	(b)		69
	(c)		1

		(1)	(2)
II.	(a)	94	1,187
	(b)	316	2,155
	(c)	6	10



## SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to St. Louis, MO and within the commercial zone of Washington, DC, and f.o.b. contractor city for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

Bids for each format shall be for the trim size listed as outlined in "SECTION 2.- SPECIFICATIONS."

### I. FILMS:

Trim/Page-Size Film: One basic charge will be allowed for each printed page or side (face or back) of the product. No charges will be allowed for films furnished by the Government.

	Per Film		
	Format	Format	Format
	<u>A</u>	<u>B</u>	<u>C</u>
	(1)	(2)	(3)
(a) Trim/Page size unit .....	\$_____	\$_____	\$_____

Illustrations: An illustration charge will be allowed for an element that is not furnished in position on the Government furnished material and/or that requires a separate exposure. The price offered should include the cost of all proofs, materials, and operations required to produce the illustration in its final form as an integral part of the basic trim/page-size film.

- (b) Line .....per illustration ..... \$\_\_\_\_\_
- (c) Square-finish halftone .....per illustration ..... \$\_\_\_\_\_

(Initials)

II. PAPER, PRINTING, BINDING, LAMINATING, DRILLING, PACKING, PALLETIZING, AND DISTRIBUTING: A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, NO BLANK PAGES shall be permitted at the end of the text, except for backing a printed page.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Format A ..... per page .....	\$ _____	\$ _____
(b) Format B ..... per page .....	\$ _____	\$ _____
(c) Format C ..... per page .....	\$ _____	\$ _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

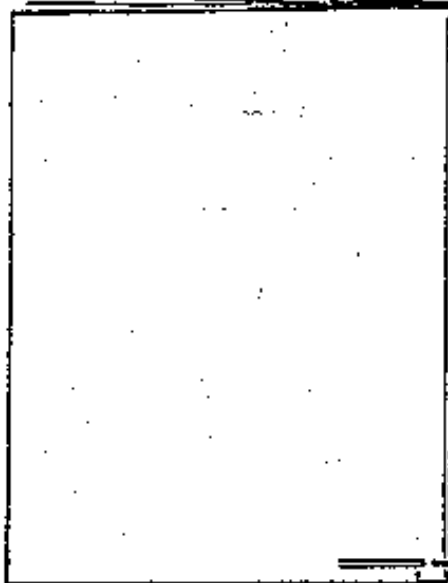
By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

ATTACHMENT "A"

PRINTER'S MANUSCRIPT & SPECIFICATIONS FOR ADDING  
PUBLICATION INVENTORY NUMBERS (PIN) TO ARMY PUBLICATIONS



Contractor is to typeset the copy in the box below in 9 point Helvetica (Regular), or equivalent and apply to the last back page of self-covered, or to cover 4 of separate covered publications.

P	I	N	:																
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cover 4, separate cover, or last page of self-cover.

PIN to print  
3/8 inch from back and bottom trim.

☐

1. Product is a new or revised, typeset publication.

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2. Product is a REPRINT publication.

a. If negatives are furnished by Department of the Army: set, shoot same size negative, and strip-in per specification above.

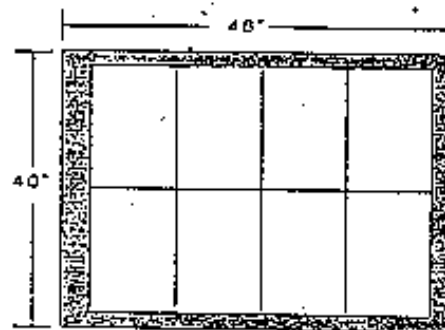
b. If publication is to be reprinted by making new negatives from printed samples furnished: set, paste-up on sample, or shoot same size negative and strip-in on page negative per specification above.

Publication Number / Date: \_\_\_\_\_

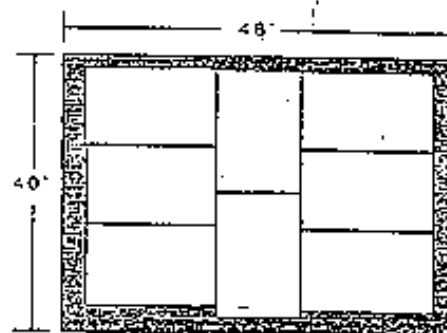
Manuscript Page Number: \_\_\_\_\_

# PALLET REQUIREMENTS

For Army Deliveries to St. Louis, Missouri



8-CARTON LAYER



8-CARTON LAYER  
( ALTERNATING TIERS )

(NOTE: Pallet diagram gray areas designate "free-space".)

## SHIPPING AND PACKING REQUIREMENTS *In Accordance with GPO Pub 310.2, "Contract Terms"*

- Pallets of 40" (L) X 48" (W), assembled flush with 4 stringers
- Pallets must be 4-way (partial) with full entry on 48" width
- Cartons must be fastened securely to pallets
- Height of full pallet must not exceed 55"
- Cartons must be 275 psi bursting strength
- Cartons must be packed solidly; not to exceed 45 lbs.
- White labels with black image of bold, 1/4" height entries